

**UNITED STATES PRETRIAL SERVICES
DISTRICT OF MASSACHUSETTS**

www.mapt.uscourts.gov Internship Opportunity

NOTICE OF VACANCY

Position: Student Intern

Position Type: Temporary - 3 Months (June through August - certain adjustments may be made depending on school end/start dates)

Announcement #: 09-1

Location: Boston, Massachusetts

Salary: CL 22/1 - \$12.87 per hour

Opens: April 13, 2009

Closes: May 15, 2009

Position Overview

The incumbent is assigned to a U.S. Pretrial Services Officer, who voluntarily accepts the challenge for ongoing training and guidance of the applicant. This is a unique learning environment where the Intern has the opportunity to work one-on-one with the assigned officer. The intern provides supplemental assistance to the officer with every day job functions. The level of intern involvement correlates directly with the intern's skill and maturity level. The functions would include but are not limited to assisting with: computerized chronological file entries, typing/processing of reports, prior arrest history interpretations, urinalysis collections, and special projects.

Qualifications

Applicants must be U.S. Citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. Applicants for this position must be able to deal professionally and effectively with the staff and Judges of the U.S. District Court, defendants and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. General computer and word processing skills are required, including a working proficiency in Microsoft Office products. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required.

Education

To qualify, a person must be a high school graduate/equivalent or currently enrolled in an institution of higher education.

FBI Background Investigation

This position is subject to a FBI fingerprint check and background record check. Employment will be provisional and contingent upon receiving satisfactory results of both.

Hours

8:30 a.m. - 5:00 p.m., Monday - Friday

How to Apply

Submit all of the following documents as directed below by May 15, 2009.

(1) Cover Letter, (2) Resume and (3) A completed AO-78, Application for Federal Judicial Branch to:

United States Pretrial Services

Attn: John Riley, Chief

09-1

John Joseph Moakley U.S. Courthouse

1 Courthouse Way, Suite 1200

Boston, MA 02210

Cover letter, resume and application also accepted by e-mail: john_riley@map.uscourts.gov

* Application forms (AO-78) are available on our website in fillable format at www.map.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, then it will be considered incomplete and you may lose consideration for this position.

Information for Applicants

The United States Pretrial Services reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, either of which actions may occur without prior written notice. All applications will be reviewed to identify the best qualified candidates. Due to the volume of applications received, the Court will only communicate with those individuals invited for an interview. The Federal Financial Management Reform Act requires direct deposit of federal wages.

EQUAL OPPORTUNITY EMPLOYER